

Emerson Jr-Sr High School Media Center Request Form

PRINT FULL NAME

ROOM NUMBER / PHONE EXTENSION

I Would Like To Reserve The *Media Center* On (DATE AND TIME)

For:

RESEARCH

DEMONSTRATION

CHECKOUT

OTHER:

Resources Needed For Reserved Time:

LAPTOP

DATA-PROJECTOR

DVD PLAYER

COMPUTER STATIONS

OTHER:

Please Send Books/ Resources To My Classroom On The Following Subject/ Curriculum Topic:

(NOTE: 24-48 Hour Notice Necessary/ Resource Requests Will Be Checked Out To Teacher)

I would like the following text(s) sent via interlibrary loan to the High School:

ISBN #: _____

ISBN #: _____

ISBN #: _____

ISBN #: _____

(NOTE: You should anticipate approximately one week for delivery, so please plan accordingly)